

## MEETING NOTICE

**TO:** Budget, Finance & Investment Committee

**FROM:** Joyce Ealy, Chairman

**TIME:** Wednesday, August 4, 2010 – 5:30 P.M.

**PLACE:** Courthouse, Room 205

### AGENDA

1. Approve Minutes:
  - A. June 23, 2010
2. Investment Report
3. Request from Trustee to Amend Investment Policy
4. Fund Condition Reports
5. Insurance Report
6. General Fund Budget Amendments:
  - A. Property Assessor
    1. Budget Amendment
    2. Request Approval of a Resolution Relative to the Proration of Tangible Personal Property due to the 2010 Floods
  - B. County Clerk
  - C. Information Technology
  - D. Sheriff's Department (5)
  - E. County Fire Department
    - a. Budget Amendment
    - b. Approve FEMA Fire Grant Originally Awarded to Rutherford Volunteer Fire Department and Related Budget Amendment
  - F. ARRA Energy Efficiency Block Grant
  - G. THDA HOME Grant
    - a. Approve Working Agreement with Tennessee Housing Development Agency
    - b. Resolution to Adopt the HOME Program Policies and Procedures
    - c. Approve Contract with Greater Nashville Regional Council for Personal/Professional Services
    - d. Related Budget Amendment to Appropriate the Proceeds from the Grant
  - H. Transfers Out – to Provide Additional Funding to Complete the Florence Road Project
7. Ambulance Service Fund Budget Amendment
8. Approve Agreement with Appertain Corporation for the Removal and Disposal Services for Dead Livestock
9. Officials' Bonds
10. Other Business

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**To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.**

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cc: Commissioners  
Ernest Burgess  
Jim Cope  
Teb Batey  
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

## EXPLANATION OF AGENDA ITEMS

1. The minutes of the June 23, 2010 Budget Committee meeting will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. Mr. Batey will be requesting approval to amend the Investment Policy to increase the Collateralized Cash Management Accounts from 30% of the portfolio to 70%.
4. The Finance Director will present the Fund Condition Reports for the months ending June 30, 2010 and July 31, 2010.
5. The Insurance Director will be presenting the monthly Insurance Financial Reports for the months ending June 30, 2010 and July 31, 2010.
6. **General Fund Budget Amendments:**

A. Property Assessor:

1. The Property Assessor will be requesting approval of the following budget amendment to provide funding for a phone system upgrade to help create efficiencies in the Assessor's Office:

From:	101-39000 – Unassigned Fund Balance -	\$24,000
To:	101-52300-307 – Communications -	\$24,000

2. The Property Assessor will be requesting approval of a Resolution pursuant to TCA 67-5-606 ( c ) permitting the county legislative body, in a county included in the FEMA declaration, to approve the applicability of that section so that property owners within the county affected by the flood of 2010 may make application to the Assessor of Property for prorated property assessment.

B. The County Clerk will be requesting approval of the following budget amendment to utilize funds in the County Clerk Automation Reserve Account to purchase a backup server and to upgrade current computers:

From:	101-34515 – Restricted for Finance -	\$2,500
To:	101-52500-709 – Data Processing Equipment -	\$2,500

C. The Finance Director will be requesting approval of the following budget amendment for the Information Technology Department to correct a computational error in preparation of the salary budget for the OIT Department:

From:	101-39000 – Unassigned Fund Balance -	\$ 5,110
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To:	101-52600-121 – Data Processing Personnel -	\$ 4,266
	101-52600-201 – Social Security -	265
	101-52600-204 – State Retirement	504
	101-52600-209 – Disability Insurance -	10
	101-52600-212 – Employer Medicare -	65

D. The Sheriff's Department will be requesting approval of the following budget amendments to recognize revenue and appropriate the same for the Special Purpose (DEA) expenditures:

Increase Revenue:	121-47700 – Asset Forfeitures -	\$18,000
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Increase Expend.:	121-54110-319 – Confidential -	\$15,000
	121-54110-599 – Other Charges -	3,000

The Sheriff's Department will be requesting approval of the following budget amendment to appropriate donations received last Fiscal Year:

From:	101-39000 – Unassigned Fund Balance -	\$ 9,660
To:	101-54110-399 – Other Contracted Services -	\$ 9,660

## Explanation of Agenda Items (cont'd)

The Sheriff's Department will be requesting approval to appropriate revenue received last Fiscal Year for the sale of vehicles to the Motor Vehicle Account:

Increase Revenue:	101-39000 – Unassigned Fund Balance -	\$19,188
Increase Expend.:	101-54110-718 – Motor Vehicles -	\$19,188

The Sheriff's Department will be requesting approval of the following budget amendment to recognize the revenue and the remainder of the appropriation related to the ARRA 2009 Byrne JAG. This is the second and final year of this non-recurring grant. The total award for 2010-2011 is \$103,718:

Increase Revenue:	101-47303 – ARRA-Sheriff 2009 Byrne JAG -	\$85,140
Increase Expend.:	101-58803-168 – Temporary Personnel -	\$11,765
	101-58803-201 – Social Security -	730
	101-58803-209 – Disability Insurance -	25
	101-58803-212 – Employer Medicare -	170
	101-58803-355 – Travel -	5,000
Increase Unassigned Fund Balance:	101-39000 -	\$67,450

The Sheriff's Department will be requesting approval of the following budget amendment to appropriate the carry-over amount from the ARRA 2009 Equipment Grant:

Increase Revenue:	101-47305 – ARRA Sheriff 2009 Byrne JAG -	\$88,331
Increase Expend.:	101-58805-716 – Law Enforcement Equip. -	\$88,331

E. The County Mayor will be requesting approval of the following budget transfer to redistribute the appropriations to the correct line items in accordance with the State Comptroller's Uniform Chart of Accounts for the County Fire Department:

From:	101-54320-452 – Utilities -	\$ 4,000
To:	101-54320-307 – Communications -	\$ 4,000
From:	101-54320-499 – Other Supplies & Materials -	\$ 3,000
To:	101-54320-708 – Communications Equipment -	\$ 3,000

- b. The County Mayor will be requesting approval of a four-year FEMA Fire Grant that was originally awarded to the Rutherford Volunteer Fire Department and will be accounted for in the county's books and records beginning July 1, 2010. The purpose of the grant is to provide uniforms, which include t-shirts and sweatshirts for Jr. Firefighters and members along with Class A and B uniforms. The award for this purpose totals \$55,000. \$45,000 was awarded for a marketing campaign, newspaper advertisements including posters, banners and a video program that can be played at local high schools and on the county's Channel 19 for the purpose of recruiting volunteer firefighters. Approval of the following budget amendment will also be requested:

Increase Revenue:	101-47990 – Other Direct Federal Revenue:	\$47,343
Increase Expend.:	101-54320-451 – Uniforms -	\$27,500
	101-54320-599 – Other Charges -	19,843

F. The Finance Director will be requesting approval of the following budget amendment to budget the revenue and expenditures related to the ARRA Energy Efficiency & Conservation Block Grant Program award that will be carried over from fiscal 6/30/2010:

Explanation of Agenda Items (cont'd)

Increase Revenue: 101-47801 – ARRA-Energy Grant - \$307,716

Increase Expend.: 101-58806-335 – Maint/Repair Bldg. - \$223,959

Increase Unassigned Fund Balance: 101-39000 - \$ 83,757

G. The County Mayor will be requesting approval of a Working Agreement with the Tennessee Housing Development Agency for creating, maintaining or making more affordable, housing to low and very low income persons under the HOME Investment Partnership Program. The maximum liability of the State under the Grant Contract shall not exceed \$300,000.

b. The County Mayor will be requesting approval of a Resolution to adopt the HOME Program policies and procedures for Rutherford County.

c. The County Mayor will be requesting approval of a Contract with Greater Nashville Regional Council for Personal/Professional Services for Administration and Management Services and assistance relative to the HOME Grant for a fee of \$21,000.

d. The County Mayor will be requesting approval of the following budget amendment to recognize the HOME grant award from the THDA Homeowner Rehabilitation Project Grant in the amount of \$300,000:

Increase Revenue: 101-47180 – Community Development - \$300,000

Increase Expend.: 101-58190-310 – Contracts w/Public Agencies -  
\$21,000

101-58190-399 – Other Contracted Services –  
\$279,000

H. The Finance Director will be requesting approval of the following budget amendment to provide funding to complete the Florence Road Project. The original contract issued in May, 2006 for the reconstruction of the road was \$7.2 million. However, due to change orders, the amended contract at completion totaled \$9.6 million:

From: 101-39000 – Unassigned Fund Balance - \$243,100

To: 101-99100-590 – Transfers Out - \$243,100

7. The Ambulance Service Director will be requesting approval of the following budget amendment to convert the current repeaters to narrowband. A purchase was requested at the end of the previous fiscal year, but the work has not been started. The amendment request is to transfer the money from last year's ending fund balance:

From: 118-34730 – Assigned for Public Health & Welfare - \$ 3,000

To: 118-55130-499 – Other Supplies & Materials - \$ 3,000

8. The County Mayor will be requesting approval of an Agreement with Appertain Corporation for dead stock removal.

9. Approval of the Public Officials' Bonds will be requested.

10. Other Business